

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Annual Report to the Director, Information Security Oversight Office (ISOO) on the Agency's Information Security Program

FROM:

Edward J. Maloney
D/OIT
[Redacted]

EXTENSION

NO.

OIT-0993-88

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA
7D18 Hqs.

2.

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15.

Attached is the Annual Report to ISOO on the Agency's Information Security Program. The data provided in our report will be incorporated into ISOO's Annual Report to the President.

For the past three years, we have used two one-week counts to determine the number of classified documents created by the Agency. Prior to FY 86, Agency statistics were based on a single one-week count.

In FY 88, the Agency created 2,548,754 classified documents, 28,410 more than in FY 87.

OIT STAFF SUMMARY SHEET

SUBJECT:

Letter for DDA signature to D/ISOO - Annual Information Security Program Data Report (SF 311) 1 October 1987 - 30 September 1988

PURPOSE OF ACTION:

*Letter of Transmittal of Annual Report required by D/ISOO. Due to D/ISOO no later than 31 October 1988.
D/OIT Suspense 24 October 1988 - Tickler from C/NSG due date 24 October 1988.
This data serves a number of purposes, the most visible of which is an aggregate (cont'd.)

ACTION OFFICER (Incl. Ext.):

(Agency Security Classification Officer - ASCO)

REFERENCES:

DD/A Registry #88-1845X
Letter from D/ISOO to DDA, dated 23 August 1988 (Enclosure to Letter)

RESOURCE PACKAGE & COSTS (If applicable):

THIS PAPER IS FOR YOUR:

COMPONENT/ OFFICER	INFORMATION/ COMMENT	CONCURRENCE	APPROVAL/ SIGNATURE	INITIALS	DATE
C/DCB/IMD/NSG				X	
C/IMD/NSG				X	
C/NSG				X	
D/OIT				X	
(For forwarding to the DDA for signature)					

DISCUSSION:

*appearance in ISOO's Annual Report to the President. ISOO's Annual Report is used by the Administration, executive branch agencies, Congress, the media, and the interested public. The data supports the credibility and performance of the information security program by executive branch agencies in the handling of national security information.

SIGNATURE OF ACTION OFFICER

13 Oct 88
DATE



Washington, D.C. 20505

Mr. Steven Garfinkel
Director, Information Security
Oversight Office (Z)
General Services Administration
18th & F Streets, N.W.
Washington, DC 20405

Dear Mr. Garfinkel:

Enclosed is the Central Intelligence Agency's Information Security Program Data (SF 311) report covering the period 1 October 1987 through 30 September 1988.

Classification statistics were compiled by taking an actual count of all classification decisions made throughout the Agency during two one-week periods as was done in FY-87. The first one-week period was in March 1988 and the second in September 1988. To provide a broader and more stable statistical base for calculating annual classification activity within the Agency, we used the data collected from the two counts, combined that data, and listed a projection for the entire year.

The number of original classification authorities in Section 5 is provided for inclusion in reporting government-wide totals and should not be attributed to CIA. This is in accordance with the DCI's responsibilities under the CIA Act of 1949 to withhold publication of numbers of Agency personnel.

Sincerely,

R. M. Huffstutler
Deputy Director
for
Administration

Enclosure

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SUBJECT: Information Security Program Data (SF 311) Report

STAT DCB/IMD/NSG/OIT (13 Oct 88)

Distribution:

Orig - Addressee

2 - DDA

1 - NSG Chrono

1 - DCB Subject: Liaison Item 19-1

1 - DCB Chrono

3 - OIT Registry

Page Denied

INSTRUCTIONS

I. GENERAL

This reporting requirement applies to each department, independent agency or establishment in the executive branch that creates, handles, and/or stores national security information. The reporting period is on a fiscal year basis, except for the reporting period of August 1, 1982 through September 30, 1983. Submissions must be unclassified and typewritten, and reach ISOO no later than October 31 following the reporting period. Consolidate the submissions of component activities into a single report. Agencies, however, shall retain the input from component activities for possible ISOO review.

II. SPECIFIC

Item 5. Enter the number of "Top Secret," "Secret," and "Confidential," original classifiers. Enter only the highest level authorized; i.e., enter the number of individuals with "Top Secret" authority in boxes A and D, only; "Secret" authorities in boxes B and D, only; and, "Confidential" authorities in boxes C and D, only.

Item 6. See instructions provided for completing Item 5, above. This entry seeks the number of additional declassification authorities, excluding those original classifiers listed in Item 5.

Item 7. Enter the actual number of original classification decisions made during the reporting period, breaking these down by the classification level and the type of declassification instruction assigned. Enter the actual count of derivative classification decisions by classification level. Do not count reproductions or copies as classification decisions. Agencies that generate a high volume of classification decisions may request, in writing, authorization from the ISOO Director to use sampling methods in lieu of an actual count. Sampling methods already approved may continue in effect until revised.

Item 8. Enter the number of mandatory review requests and appeals carried over from the previous reporting period, new ones received, actions taken on them, and the number of requests carried over to the next reporting period. For purposes of this report: "Case" means an individual mandatory review request or appeal, regardless of the number of requesters cited in the request or the number of documents or pages to be reviewed as a result of the request; "document" means recorded information, regardless of physical format, that has been created or reproduced as an integrated and complete unit; and, "page" means one side or face of recorded information.

Item 9. Enter in box A the number of pages in the agency's custody systematically reviewed for declassification and in box B the number of pages declassified as a result of the review.

Item 10. For purposes of this report, an "inspection, survey, or program review" means any formal, internal evaluation of any aspect of the agency's information security program.

Item 11. An infraction is any error and/or impropriety in marking, destroying, handling, reproducing, transmitting, gaining or granting access to or storing classified information. Enter in the appropriate box the number of infractions revealed or detected during the reporting period. Do not include those violations that must be reported to the ISOO Director under section 5.4(b) of the Order.